

Personnel Questionnaire

Please print / fill in clearly legible



Personal data

Surname, maiden name as applicable		Given name	
Street and house number incl. additional information		Post code, city	
Date of birth		Gender ☐ male ☐ female	
Insurance number -as issued by the "Deutsche Rentenversicherung" (social pension programme/statutory pension insurance) if not available - Name and place of birth		Marital status	
		Severely disabled ☐ yes ☐ no	
Place of birth Country of birth Birth/Maiden name		Nationality	
Bank account number (IBAN)		Sort code / bank ID (BIC)	
DE			

Employment

Date employment contract begins		Team / working group	
Description of profession		Predominantly active in ☐ office ☐ laboratory	
Employment at DRFZ: ☐ main / only job ☐ second occupation / sideline			
Do you carry out any other jobs? If so, is it an insignificant / low income employment ("Mini Job")?		☐ yes ☐ no ☐ yes ☐ no	
Highest level of education:		Highest level of professional training at present (Enclose copy of certificate, please):	
☐ No school leaving certificate ☐ "Haupt-/Volksschulabschluss" (completion of secondary education) ☐ "Mittlere Reife/gleichwertiger Abschluss" (secondary school level I certificate) ☐ "Abitur/Fachabitur" (general qualification for university entrance)		☐ No vocational training ☐ Officially recognised vocational training ☐ Master craftsman/technician/equivalent degree ☐ Bachelor's degree ☐ Diploma/graduate degree/master's degree/state examination certificate ☐ PhD	
Weekly working hours: ☐ full time ☐ part time (... hrs.)		If applicable, distribution of weekly working hours Mo Tu We Th Fr (hrs.) ☐ ☐ ☐ ☐ ☐	

Taxes

Tax Identification number	If not reported, tax class VI will be taken as a basis
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Health insurance

Statutory health insurance (HI) (in case of private HI: last statutory HI)	parenthood ☐ yes ☐ no (If yes, a copy of the birth certificate is needed)
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Capital-forming benefits (VWL) – Enclose copy of VWL-contract

Institution / recipient	Amount	
	since	Contract number
IBAN		BIC
DE		

Details of previous periods of employment

Please indicate below in chronological order all activities which you have carried out after your schooling and vocational training. Periods of unemployment or periods of military or alternative service must also be indicated.

Employer	Type of employment	from	to	Full time job	Reason for resignation

Foreclosure („Zwangsvollstreckungen“)

Are there any ongoing enforcement measures against you? Is it to be expected that parts of your pay will be paid to third parties on the basis of a garnishment of wages or a declaration of assignment to third parties?

☐ yes ☐ no

Statement, issued by the employee:

I affirm to the best of my knowledge and belief that I have provided the above information in full and truthfully. I am aware that any incorrect information given may result in termination without notice if the employment is terminated. I am also aware of the fact that I have to inform the personnel department of any change in the aforementioned circumstances without being asked. Furthermore, I am aware that in the event of my appointment, personal data will be stored insofar as this is necessary for the fulfillment of the tasks incumbent upon the employer, in particular for calculating, making it possible to pay, paying out and accounting for personal salaries as well as for employment policy and statistical purposes.

Date

Signature (Employee)

For internal use only/ This section is to be completed by HR

Arbeits- und Aufenthaltserlaubnis	☐ liegt vor	Nachweis Elterneigenschaft (z.B. Geburtsurkunde)	☐ liegt vor
Bescheinigung zur privaten Krankenversicherung	☐ liegt vor	VWL Vertrag	☐ liegt vor
Schwerbehindertenausweis	☐ liegt vor	Laufzettel	☐ ausgegeben
Immatrikulationsbescheinigung	☐ liegt vor	„Verzicht Reduzierung AN-Beitrag“	☐ liegt vor
„Verpflichtung ... bei Änderung Studentenstatus“	☐ liegt vor	(Minijob: Antrag auf Befreiung RV-pflicht)	☐ liegt vor